

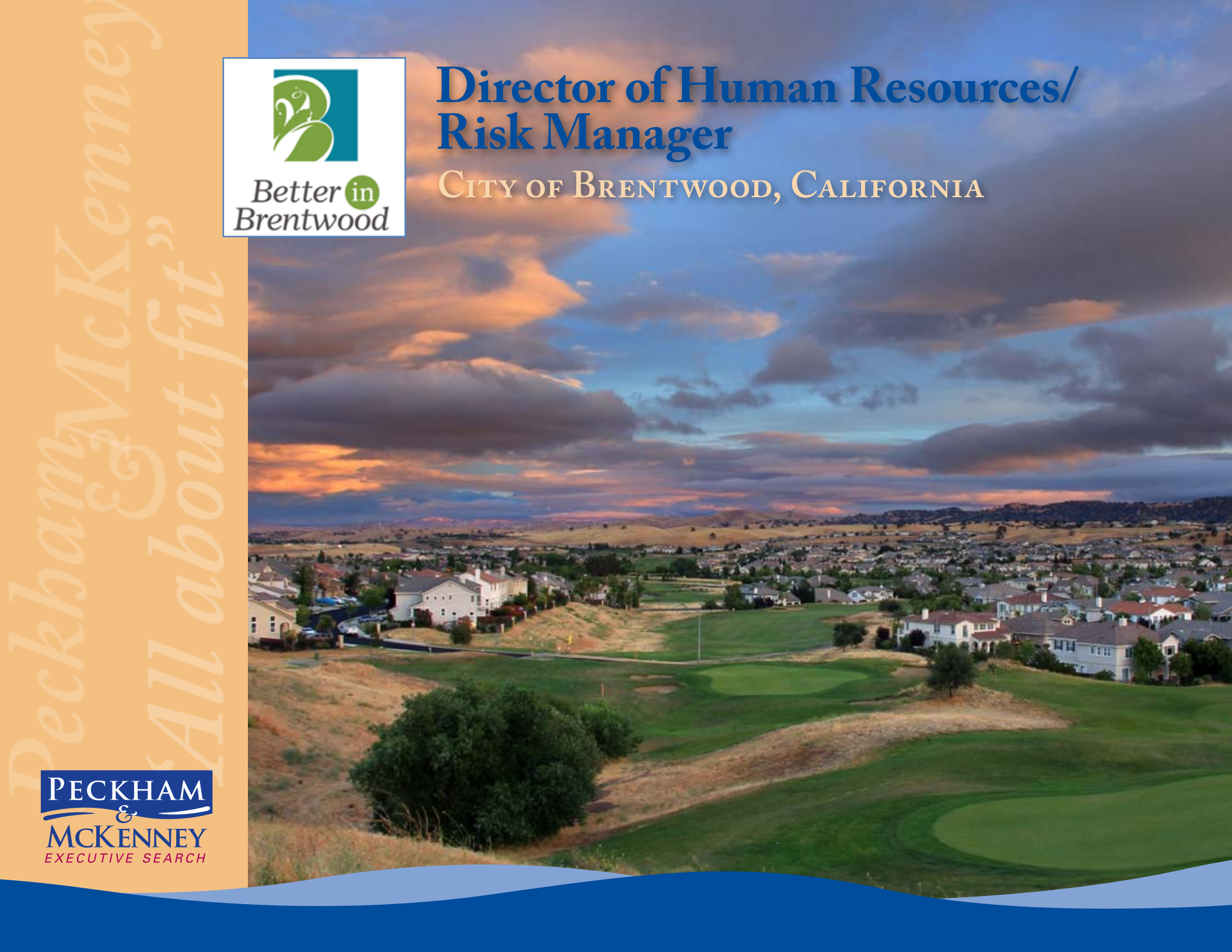


Better in  
Brentwood

# Director of Human Resources/ Risk Manager

CITY OF BRENTWOOD, CALIFORNIA

PECKHAM  
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MCKENNEY  
EXECUTIVE SEARCH





## THE COMMUNITY

Located just 55 miles east of San Francisco in Eastern Contra Costa County, the City of Brentwood is a charming and desirable community for residents and businesses alike. The community has a long history in agriculture and farming production that continues even with the significant residential growth the city has experienced in recent years. In the late spring and summer months, area farms are brimming with agri-tourists seeking the latest stone fruits, corn, and cherries.

The city's incorporated boundary currently totals 14.8 square miles with a sphere of influence that totals 17.4 square miles. The well-planned growth of Brentwood took the population of 3,500 just over 20 years ago to nearly 60,000 residents today. In 2016, Brentwood is once again the fastest growing city in Contra Costa County, with a 3% increase in population over just one year. The city anticipates a planned build-out population of close to 80,000. As a community close to the Bay area and Central Valley, residents find easy transportation access by State Route 4 as well as Tri Delta Transit and the Pittsburg/Bay Point BART Station.

Brentwood's attractive and well-protected quality of life is thriving through this growth. The community offers a variety of housing options within quality neighborhoods, including gated communities as well as active adult communities (Trilogy at the Vineyards). Brentwood's current median home sales price is approximately \$530,000. The Brentwood Unified School District and Liberty Union High School District offer eight elementary, three middle, and three high schools as well as other special educational programs within the region.

For the tenth consecutive year, Brentwood has been designated by KaBOOM! as a Playful City USA. With 221 developed acres of parkland, 62 parks, numerous pocket parks and facilities, an aquatic center, senior center, and 16 miles of beautiful multi-use trails, Brentwood provides outstanding recreational opportunities to support healthy lifestyles. The Shadow Lakes Golf Club and the Deer Ridge Golf Club were constructed to take advantage of the views of Mt. Diablo, and a number of neighborhoods are nestled around these golf courses. In addition to these two courses, the Golf Club at Brentwood offers 27 holes of championship golf.

The visual and performing arts are well represented in Brentwood. The city is home to the Brentwood Art Society, which sponsors events such as the annual Art, Wine, and Jazz Festival; the Artists Open Studio Tour; open mic

nights; and other gatherings and shows. The Art Society is also a supporter of the Brentwood Theater Company, which has been producing Broadway musicals and musical reviews in venues around the city since 2010.

The overall improvement in the Bay Area economy and anticipated completion of both eBart in Antioch and highway improvements in East Contra Costa County are playing a part in the revival of strong economic growth in Brentwood.

Things really are "Better in Brentwood." To learn more about Brentwood, please visit [www.brentwoodca.gov](http://www.brentwoodca.gov).

## THE ORGANIZATION

The City of Brentwood has a full time staff of 283 employees and an operating budget for fiscal year (FY) 2016/17 of \$273 million. Fiscal strength and long-term financial stability have long been key assets for the City, which maintains a 30% General Fund Undesignated Reserve Fund Balance. The City provides a full range of services, including police; parks and recreation; public works; economic development; planning; building; code enforcement; engineering and inspection; housing, administrative services, and human resources/risk management. Brentwood operates public water and wastewater utilities and also provides refuse collection and disposal. The City has 5-year agreements with its labor groups, all of which expire in June 2017. The city receives fire protection services from the East Contra Costa Fire Protection District (ECCFPD).

Looking ahead, the next few years will see significant accomplishments of important projects. The Police Department will launch a dispatch center to handle the community's 911 calls. The overpass at State Route 4 and Balfour Road will be completed, improving the movement of traffic in that corridor. A new library downtown will open in the civic center and will offer a café and community room. Planning for expansion of the city's wastewater treatment plant continues, assuring service capacity for today and for future populations. The "Better in Brentwood" marketing campaign began this year and will continue throughout the coming years to showcase Brentwood as the great destination that it is.

The city's Strategic Plan will continue to focus on infrastructure, public safety, parks and recreation opportunities, economic development through strong business growth, and thoughtful land use planning to ensure the quality of life for future generations. The organization prides itself in its core values of integrity, passion, accountability, respect and quality.

## THE POSITION

The Director of Human Resources/Risk Manager will be appointed by Gustavo "Gus" Vina, who became Brentwood's City Manager in 2014. Currently, the Human Resources and Risk Management functions are provided by the Administrative Services Department. In June 2016 the City Council approved the creation of this new position which will be responsible for overseeing

the City's Human Resources Department, which includes not only employee relations; labor relations; employee recruitment, examination, and selection; classification and compensation; employee benefits; and, workforce training and development; but also the City's risk management programs and activities, including workers' compensation; liability and subrogation; safety programs; and, insurance. The department has an existing staff of 3 and a 2016/17 operating budget of \$788,082.

In addition to acting as a principle internal consultant in these areas, the Director of Human Resources/Risk Manager serves as part of the City's executive management team and as an advocate for best practices through partnership with the organization's leadership and employees. Some of the exciting priorities for the new Director include:

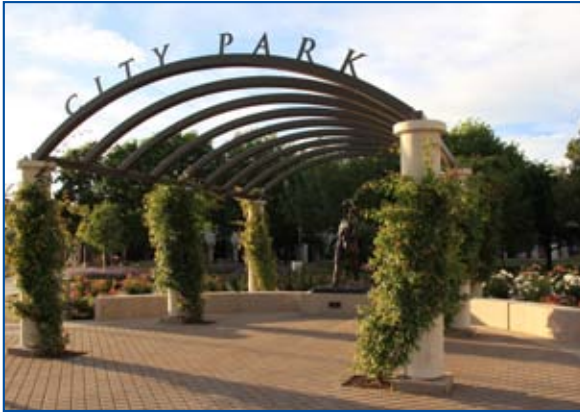
- Build and maintain consistent best practices, policies and personnel rules for effective human resources and risk management;
- Partner with departments to build an employee development program emphasizing skills development, supervisory training, customer service and succession planning (including development of the human resources staff);
- Support the external labor negotiator in developing and maintaining positive labor relations;
- Assist in the development of a long term staffing plan to help guide the organization through anticipated growth and change over the next ten years; and,
- Incorporate appropriate technologies to support these initiatives.

To accomplish this, the successful candidate should exemplify the following:

- Passionate about human resources and risk management as well as about contributing to an outstanding leadership team;
- Sees both the big picture and is able to rollup her/his sleeves to function as a working director;
- Emphasizes the consultant role of human resources and risk management to maintain best practices vs. that of an enforcer (able to be both firm and flexible);
- Values and contributes to the congenial culture of the organization with strong people skills;
- Acts as a nimble problem solver;
- Sees what needs to be done and does it; takes the initiative and goes the extra mile;
- Demonstrates a high level of organizational skill and brings stability to the human resources function;
- Possesses broad experience and knowledge of the human resources and risk management functions, especially in a municipal environment;
- Stays abreast of developments and legal changes impacting the profession and organization;
- Analyzes contracts and manages their associated risks;

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"All about fit"





- No ego, relaxed and shares credit with the team;
- Possesses a healthy sense of humor (including about themselves);
- Knows what he/she doesn't know;
- Able to read the audience and tailor communications accordingly; and,
- Shares the core values of Brentwood and is energized by this exciting opportunity.

This is an "at-will" position with minimum requirements of at least eight years' experience in human resources and/or risk management administration, including three years of management experience. Municipal experience is highly desirable. A Bachelor's degree in personnel management, public administration, business administration or a closely related field is required. A Master's degree is highly desirable.

## THE COMPENSATION

The annual salary range for this position is \$157,602 to \$191,566, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City offers the following benefits.

### RETIREMENT – Classic Members:

CalPERS 2% at 60 plan; 7% employee contribution. New Members: CalPERS 2% at 62 plan; 6.25% employee contribution.

City does not participate in Social Security, but there is a 1.45% mandatory employee contribution to Medicare.

**MEDICAL INSURANCE** – City provides up to \$1,326.63 per month.

**DENTAL & VISION INSURANCE** – City provides full family coverage for dental and vision at no cost to the employee.

**LIFE INSURANCE** – \$150,000 term policy.

**LONG-TERM DISABILITY INSURANCE** – Benefit based on current maximum benefit of \$10,000 per month.

**DEFERRED COMPENSATION** – Three plans available with matching city contribution up to \$110 per month.

In addition, the City has a flexible benefits plan, longevity incentive plan, bilingual pay plan and management incentive pay equal to 11 hours of pay per month.

## SEARCH SCHEDULE

Resume filing deadline ..... October 14, 2016  
 Preliminary Interviews..... October 24-26, 2016  
 Recommendation of Candidates..... November 2, 2016  
 Panel Interview Process.....November 18, 2016  
 Finalist Interview w/City Manager .....December 9, 2016

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

**Peckham & McKenney**  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Resumes are acknowledged within two business days. Call Bobbi Peckham or Ellen Volmert toll-free at (866) 912-1919 for more information.



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